

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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045Z DES Population Statistics		045Z 05-05-1 Index	
ARTICLE		05 Estimates Procedures	
SUBJECT		REVISION	EFFECTIVE DATE
05 Audit Building Permit/Completion Submissions		1	10-03-05

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045Z 05-05-1**A. PURPOSE**

To provide documentation which describes the estimates audit procedure for submitted building permits and completions

B. AUTHORITY

A.R.S § 41-1954 A14, A15

C. CANDIDATE LISTS

DES will prepare two lists of audit candidates. The first list will be comprised of all jurisdictions that have exceeded a pre-established threshold in the 2004 to 2005 positive/negative growth of building completions. The second list will be comprised of all jurisdictions that have exceeded a pre-established threshold above the average yearly growth in completions between years 2000 to 2004. Those jurisdictions become subject candidates for DES audit.

D. CANDIDATE SELECTION

The DES audit team will audit a sample from all candidates on the first list. The DES audit team will audit a minimum of twelve (12) jurisdictions; two (2) per COG if applicable from the first list and if time and resources allow, additional jurisdictions from the second list. The audit team will conduct their reviews in August.

E. AUDIT REQUIREMENTS

The auditors will seek to account for the number of completions reported. They will require the validation of addresses, type of units, certificate numbers and dates, and a certification of unit occupancy.

F. AUDIT FOLLOW-UP

An audit will require additional follow-up information requested by the DES audit team as a consequence of the severity and degree of reporting errors found in the audit process.

FOLLOW-UP REQUIREMENTS

1. The jurisdiction shall provide all completion documentation since Census 2000
2. Revisions will be made to their 2000 – 2004 estimates using the correct data as benchmark
3. The jurisdiction will be on notice that they could be candidates for future audits